
U.S. Department of State Records Schedule

Chapter 26: Protocol Records

Diplomatic and Consular Liaison

A-26-002-01 Policy and Precedent Files

Description: Correspondence and other documentation of the policies and procedures governing rights, privileges and immunities of foreign diplomatic and consular officers and their employees; acceptability of diplomatic and other foreign government personnel in U.S.; agreement and presentation of credentials; and specific precedent cases involving unique or particularly difficult cases developed in the execution of these policies and procedures.

Disposition: Permanent. Retire to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 30 years old.

DispAuthNo: N1-59-93-34, item 1 **Date Edited:** 4/1/1999

A-26-002-02a Special Protocol Services-Country File - Correspondence and other documentation of the specific problems relating to foreign diplomatic and consular officers and their employees. For precedent cases, see item 1 (Policy and Precedent Files).

Description: a. Barred Re-Entry.

Disposition: Destroy when 30 years old.

DispAuthNo: N1-59-93-34, item 2a **Date Edited:** 4/1/1999

A-26-002-02b Special Protocol Services-Country File - Correspondence and other documentation of the specific problems relating to foreign diplomatic and consular officers and their employees. For precedent cases, see item 1 (Policy and Precedent Files).

Description: b. Other.

Disposition: Destroy 5 years after case has been resolved; but, not before officer has departed the United States on reassignment.

DispAuthNo: N1-59-93-34, item 2b **Date Edited:** 4/1/1999

A-26-002-03 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

A-26-002-04 Reserved for future use

Description:

Disposition:

DispAuthNo: Reserved **Date Edited:** 4/1/1999

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A-26-002-07	Personnel List		
Description:	Lists of personnel of diplomatic missions.		
Disposition:	Destroy when 1 year old or after purpose has been served, whichever occurs first.		
DispAuthNo:	NC-59-76-1, item 1	Date Edited:	4/1/1999

A-26-002-08	Non Diplomatic Embassy Personnel-Card File		
Description:	Summary of DS-394 information arranged by name of employee in active and terminated categories.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	NC1-59-76 9, item 1	Date Edited:	4/1/1999

A-26-002-09	Manuscript copy of White List-Employees of Diplomatic Missions		
Description:	Manuscript copy of White List-Employees of Diplomatic Missions.		
Disposition:	Destroy when purpose has been served.		
DispAuthNo:	NN-172-6, item 7	Date Edited:	4/1/1999

A-26-002-10	Agreement Country File		
Description:	Arranged by name of country. Diplomatic notes, briefing memorandums, information memorandums, biographic data, approvals, telegrams, texts of formal remarks, inquiries by foreign governments and other material relating to the acceptability and accreditation of foreign diplomats to the United States.		
Disposition:	Permanent. Cut off when no longer needed. Retire to the RSC for transfer to the WNRC. Transfer to the National Archives when 30 years old.		
DispAuthNo:	N1-59-95-7	Date Edited:	4/1/1999

A-26-002-11	Reserved for future use		
Description:			
Disposition:			
DispAuthNo:	Reserved	Date Edited:	4/1/1999

A-26-002-12	Biographic Data on Ambassadors		
Description:	Biographic Data on Ambassadors.		
Disposition:	Destroy when purpose has been served.		
DispAuthNo:	NN-172-6, item 10	Date Edited:	4/1/1999

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A-26-002-13	Diplomatic Accreditation Card File		
Description:	Indicates name, country, spouse's name, date of appointment and title.		
Disposition:	Associate with notification of appointment for Foreign Diplomatic Officers. Destroy 30 years after termination of appointment.		
DispAuthNo:	N1-59-93-34, item 5	Date Edited:	4/1/1999
A-26-002-14	International Organization Card File (DS-656)		
Description:	International Organization Card File (DS-656).		
Disposition:	Destroy 5 years after termination.		
DispAuthNo:	NN-172-6, item 15	Date Edited:	4/1/1999
A-26-002-15	International Organization Correspondence Files		
Description:	Consist of correspondence, reports and lists concerning new appointments, changes in status, terminations, etc.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	NN-172-6, item 16	Date Edited:	4/1/1999
A-26-002-16a	Diplomatic List Records		
Description:	a. Manuscript copy of Diplomatic List.		
Disposition:	Destroy when of no further reference value.		
DispAuthNo:	NN-172-6, item 17a	Date Edited:	4/1/1999
A-26-002-16b	Diplomatic List Records		
Description:	b. Country files consisting of notes exchanged with foreign embassies concerning recognition, change in status, permission to work, etc.		
Disposition:	Destroy when 5 years old.		
DispAuthNo:	NN-172-6, item 17b	Date Edited:	4/1/1999
A-26-002-16c	Diplomatic List Records		
Description:	c. Bound volumes of Diplomatic List.		
Disposition:	Retain 1 copy.		
DispAuthNo:	NN-172-6, item 17c	Date Edited:	4/1/1999

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Assistant Chief for Visits

A-26-003-01a	Foreign Dignitaries Visit Files
Description:	Documents reflect arrangements for visiting chiefs of state, heads of government, foreign ministers and other high-ranking officials to the United States. a. Official File.
Disposition:	Permanent. Block annually. Transfer to the RSC when 5 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-98-4, item 1a
Date Edited:	4/1/1999
A-26-003-01b	Foreign Dignitaries Visit Files
Description:	Documents reflect arrangements for visiting chiefs of state, heads of government, foreign ministers and other high-ranking officials to the United States. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-98-4, item 1b
Date Edited:	4/1/1999
A-26-003-02	Gifts and Decorations General Policy Files
Description:	Documents reflect the laws and regulations governing the acceptance of gifts and decorations e.g., the Gifts and Decorations Act.
Disposition:	Permanent. Transfer to the RSC when 10 years old for transfer to the WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-98-4, item 2
Date Edited:	4/1/1999
A-26-003-03a	Gifts Received Over Minimum Value
Description:	Documents reflect gifts received by U.S. State Personnel and requests to accept gifts on behalf of the U.S. for official use over minimum value. a. Official File.
Disposition:	Permanent. Block annually. Transfer to the RSC when 4 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-98-4, item 3a
Date Edited:	4/1/1999

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A-26-003-04b(1)	Travel Files
Description:	b. Presidential and other High-Level Official Travel Documents reflect gifts given on travel abroad by the President, Vice President, Secretary of State or Presidential Delegation. (1) Official File.
Disposition:	Permanent. Block annually. Transfer to the RSC 1 year after the end of the presidential administration. Transfer to the National Archives when 25 years old.
DispAuthNo:	N1-59-98-4, item 4b(1)
Date Edited:	4/1/1999
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A-26-003-04b(2)	Travel Files
Description:	b. Presidential and other High-Level Official Travel Documents reflect gifts given on travel abroad by the President, Vice President, Secretary of State or Presidential Delegation. (2) Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-98-04, item 4b(2)
Date Edited:	4/1/1999
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A-26-003-05a	Decorations and Awards Files
Description:	Documents reflect the request for permission to accept awards and decorations, and the Department's response. a. Official File.
Disposition:	Block annually. Destroy when 3 years old.
DispAuthNo:	N1-59-98-4, item 5a
Date Edited:	4/1/1999
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A-26-003-05b	Decorations and Awards Files
Description:	Documents reflect the request for permission to accept awards and decorations, and the Department's response. b. Electronic version of records created by electronic mail and word processing applications.
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-98-4, item 5b
Date Edited:	4/1/1999
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A-26-003-06a **Annual Report to Congress**

Description: Documents reflect all gifts given to foreign officials over minimum value.
a. Official File.

Disposition: Permanent. Transfer to the RSC when 1 year old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-98-4, item 6a **Date Edited:** 4/1/1999

A-26-003-06b **Annual Report to Congress**

Description: Documents reflect all gifts given to foreign officials over minimum value.
b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-98-04, item 6b **Date Edited:** 4/1/1999

A-26-003-07a **Federal Register Reports**

Description: Documents reflect gifts given to U.S. Government officials. Data received from all departments and agencies and compiled by Protocol for submission to the Federal Register.
a. Official File.

Disposition: Permanent. Block annually. Transfer to the RSC when 1 year old for transfer to the WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-98-04, item 7a **Date Edited:** 4/1/1999

A-26-003-07b **Federal Register Reports**

Description: Documents reflect gifts given to U.S. Government officials. Data received from all departments and agencies and compiled by Protocol for submission to the Federal Register.
b. Electronic version of records created by electronic mail and word processing applications.

Disposition: Destroy/delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-98-04, item 7b **Date Edited:** 4/1/1999

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A-26-003-08	Vendor Files		
Description:	Publications maintained by company and type of item for the purchase of gifts.		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	Non-Record	Date Edited:	4/1/1999
A-26-003-09	Historical Gifts Files		
Description:	Automated inventory and purchasing of gifts (Duplicate Gift List). Data maintained by country, item, trip and visit. This information duplicates records maintained in the official files.		
Disposition:	Destroy 3 years after database is superseded.		
DispAuthNo:	N1-59-98-04, item 9	Date Edited:	4/1/1999
A-26-003-10	Gift Authorization Forms		
Description:	Original copies authorizing the purchase of items to give as gifts by the President, Vice President or Secretary of State.		
Disposition:	Destroy when 3 years old.		
DispAuthNo:	N1-59-98-04, item 10	Date Edited:	4/1/1999
A-26-003-11a	Delegation Files		
Description:	Documents reflect U.S. delegations to funerals, inaugurations and other ceremonies abroad. Included are list of delegates, itineraries, planned events and related correspondence. a. Official File.		
Disposition:	Transfer to RSC when 2 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.		
DispAuthNo:	N1-59-98-04, item 11a	Date Edited:	4/1/1999
A-26-003-11b	Delegation Files		
Description:	Documents reflect U.S. delegations to funerals, inaugurations and other ceremonies abroad. Included are list of delegates, itineraries, planned events and related correspondence. b. Electronic version of records created by electronic mail and word processing applications.		
Disposition:	Destroy/delete within 180 days after recordkeeping copy has been produced.		
DispAuthNo:	N1-59-98-04, item 11b	Date Edited:	4/1/1999

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Assistant Chief for Ceremonials

A-26-004-01a **Official and State Functions Files.**

Description: Documents reflecting arrangements for official functions given by the Secretary of State, the Vice President, and other high-ranking U.S. Government officials as well as public events involving the Diplomatic Corps. Included are U.S. Presidential inaugurations, state funerals, joint sessions of Congress, United National General Assembly, receptions, memorial services, condolences, and related correspondence.

a. Official Files.

Disposition: Permanent. Block annually. Transfer to the RSC when 3 years old for transfer to WNRC. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-98-04, item 13a **Date Edited:** 4/1/1999

A-26-004-01b **Official and State Functions Files.**

Description: Documents reflecting arrangements for official functions given by the Secretary of State, the Vice President, and other high-ranking U.S. Government officials as well as public events involving the Diplomatic Corps. Included are U.S. Presidential inaugurations, state funerals, joint sessions of Congress, United National General Assembly, receptions, memorial services, condolences, and related correspondence.

b. Electronic version of records created by electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-98-04, item 13b **Date Edited:** 4/1/1999

A-26-004-02 **Chief of Protocol Condolence Files.**

Description: Condolence books opened by Foreign Service Posts; condolence books submitted to Posts by churches, companies, host government, and local governments; condolence letters received from host government officials and ministries; received from the public on the death of prominent individuals or after catastrophic events.

Disposition: PERMANENT: Transfer to the National Archives when operational use is no longer required or within one year of event, whichever is sooner.

DispAuthNo: N1-59-03-03, item 1 **Date Edited:** 12/17/2002

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Assistant Chief for Administration

A-26-005-01a **Federal Holiday Files**

Description: Diplomatic notes sent to embassies announcing U.S. Government closings.

a. Official File.

Disposition: TEMPORARY. Block annually. Destroy when no longer needed for current operations or when 2 years old, whichever is later.

DispAuthNo: N1-59-98-04, item 14a

Date Edited: 4/1/1999

A-26-005-01b **Federal Holiday Files**

Description: Diplomatic notes sent to embassies announcing U.S. Government closings.

b. Electronic version of records created on electronic mail and word processing applications.

Disposition: TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.

DispAuthNo: N1-59-98-04, item 14b

Date Edited: 4/1/1999

A-26-005-02a(1) **Tribute of Appreciation Files**

Description: a. General Policy and Procedure Files

Documents reflect background information relating to the Department's guidance on issuing tributes warranting special acknowledgment to individuals, groups, and organizations contributing their services to the Department's programs and activities

(1) Official File.

Disposition: Permanent. Retire to the RSC for transfer to WNRC when 10 years old. Transfer to the National Archives when 25 years old.

DispAuthNo: N1-59-98-04, item 15a(1)

Date Edited: 4/1/1999

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A-26-005-02a(2)	Tribute of Appreciation Files
Description:	a. General Policy and Procedure Files Documents reflect background information relating to the Department's guidance on issuing tributes warranting special acknowledgment to individuals, groups, and organizations contributing their services to the Department's programs and activities (2) Electronic versions of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-98-04, item 15a(2)
Date Edited:	4/1/1999
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A-26-005-02b(1)	Tribute of Appreciation Files
Description:	b. Requests for Tributes of Appreciation Documents reflect requests for tributes of appreciation awarded to persons or groups for services performed on behalf of the Department's foreign affairs programs. (1) Official File.
Disposition:	TEMPORARY. Block annually. Destroy when 5 years old.
DispAuthNo:	N1-59-98-04, item 15b(1)
Date Edited:	4/1/1999
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A-26-005-02b(2)	Tribute of Appreciation Files
Description:	b. Requests for Tributes of Appreciation Documents reflect requests for tributes of appreciation awarded to persons or groups for services performed on behalf of the Department's foreign affairs programs. (2) Electronic versions of records created by electronic mail and word processing applications.
Disposition:	TEMPORARY. Delete within 180 days after recordkeeping copy has been produced.
DispAuthNo:	N1-59-98-04, item 15b(2)
Date Edited:	4/1/1999
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